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CITY OF HOUSTON

Job Posting

Applications accepted from:

Job Classification **Posting Number** Department Division Section **Reporting Location** Workdays & Hours

ALL PERSONS INTERESTED

SENIOR DEPUTY COURTS CLERK PN #104632 **Municipal Courts Administration Court Services Division**

1400 Lubbock, 8300 Mykawa, or Satellites* All Shifts, days, and holidays*

*Subject to change

DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS 9

Directs and coordinates daily courtroom operations; assists both the Judge and the Prosecutor to ensure efficient docket processing and that courtroom procedures are followed; trains Deputy Court Clerks (junior level); serves as shift lead court clerk, and performs other court-related duties as required. Must be able to follow oral and written instructions, enters data into automated Court system, and effectively communicates with citizens, attorneys, prosecutors, judges, and law enforcement officials, often in stressful situations. May be required to travel to off-site satellite locations as needed, occasionally without prior notice. Maintain highest professional level of customer service by utilizing efficient problemsolving techniques to address customer concerns and inquiries.

10 **WORKING CONDITIONS**

General office conditions. Must be able to work any day or shift, weekends and/or holidays as needed, in any courtroom location assigned.

MINIMUM EDUCATIONAL REQUIREMENTS

11 A basic knowledge of reading, grammar, spelling, punctuation and simple mathematical functions as might normally be acquired through attainment of a high school diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS

12 Two (2) years of experience in a court environment. Verified related education, such as legal, paralegal, criminal justice, etc. may be substituted for the experience required on a month-to-month basis.

MINIMUM LICENSE REQUIREMENTS

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14 **PREFERENCES**

Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, Outlook, etc). Prior Lead capacity experience.

15 SELECTION/SKILLS TESTS REQUIRED

None. However, the department may administer and the applicant must successfully complete a computer skill assessment.

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<u>SAFETY IMPACT POSITION</u> [] Yes [X] No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

17 Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u> Salary Range - Pay Grade 15</u>

\$901 - \$1,532 Biweekly \$23,426 - \$39,832 Annually

May 18, 2005 18 **OPENING DATE**

19 **CLOSING DATE** May 24, 2005

APPLICATION PROCEDURES 20

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. TDD Line phone number (713) 837-9496. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employee